



SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



DO NOT USE FOR

* Contractor
vehicle permit

OR

* Single Day
Temporary Parking
Restriction
Request

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,
Riehle Plaza, or John T. Myers Pedestrian Bridge
Contact Facilities Department for availability / 765-807-1323

Step Two:

- Complete and submit this application to Lafayette Clerk's Office
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1021

User Information

Date of Event: April 9, 2022 Time: From: 2 am/pm to: 6 am/pm

Name: TAP & GO 2022 Organization: The Arts Federation (TAF)

Street Address: 638 North Street

City: Lafayette State: IN Zip Code: 47901

Contact person(s): Ann Fields Monical Phone Number(s): 765-423-2787

Email: ann@theartsfederation.org

Event Description: TAP & GO is a beer-tasting walk that will take place along Wabash Avenue. Participants will walk along the Wabash Walls mural tour as they sample craft beer served by local breweries.

Caterer: none Caterer's Phone Number: N/A

This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge
☒ City Right-of-way ☒ City Street ☒ Sidewalk ☐ Other _____

This event will include the following elements (check all that apply):

Estimated Attendance: 500-750 ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages

☒ Restroom Facilities (required for events 4+ hours) ☒ Tents/Canopies

☒ Alcohol (security is required) ☒ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

☒ Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other _____

Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☒ City Equipment: Trash totes, other \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ 25 (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ 50 (optional)
- ☒ Certificate of Insurance
- ☒ Amusement & Entertainment Permit # AE7927856C
- Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☒ Traffic Control / Public Safety / Emergency Plan - PLAN APPROVED
MEETING SCHEDULED FOR 3/15
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

Date: _____

"User"

By: Ann Fields
Signature

Printed: ANN FIELDS MONICAL

Date: 2/24/22

TO: City of Lafayette Board of Works
FROM: Ann Fields Monical, Chief Operating Officer, The Arts Federation
RE: TAP & GO 2022 Event

February 24, 2022

Dear Board Members,

I am requesting board approval to stage the 2022 TAP & GO Craft Beer Walk on Saturday, April 9, 2022 from 2 to 6 pm in the Wabash Avenue neighborhood. TAP & GO is fundraising event for the Tippecanoe Arts Federation and will draw approximately 750 people to downtown for this socially-distanced celebration of the arts and local craft beer. I am seeking Board approval for the following:

STREET CLOSURES

I am asking for a 4-hour soft closure (i.e. No Thru Traffic signs) from 10 am Saturday, April 9, 2022 to 7 pm Saturday, April 9, 2022 for the following streets for the purpose of maintaining safety for the event:

- Wabash Avenue between Chestnut and Williams Streets
- Green Street at Wabash Avenue (to southeast end of street)
- Smith Street at Wabash Avenue (to southeast end of street)
- Ellsworth Street at Wabash Avenue (to southeast end of street)

I have submitted the attached traffic plan to Scott Anderson of the Lafayette Police Department Special Operations Department and he has approved of our plan. All proper paperwork is being filed and requests being approved through the respective organizations. We have scheduled a public safety meeting with LPD and LFD for March 15.

We attended the March 1 Wabash Avenue Residents Meeting to inform them of the event and have been in contact with several businesses that may be affected by the road closure. We have also been in touch with St. Ann's Church to ensure its parishioners have access to the church parking lot for its 4 pm Mass. A letter of intention is being distributed to residents and businesses affected by the closures (see attached).

We are making arrangements with the Lafayette Police Department to ensure ample security throughout and after the event. Craft beer from Tippecanoe County breweries will be served. All proper permits and licenses have been signed and applied for through the Alcohol and Tobacco Commission for the State of Indiana.

Thank you for your consideration and I will be available to answer any questions you may have.

Respectfully,

Ann Fields Monical, Chief Operating Officer
The Arts Federation
638 North Street
Lafayette, IN 47901
ann@theartsfederation.org
(765) 423-2787



March 1, 2022



Dear neighbor,

This letter is to inform you of our plan to stage the 2022 TAP & GO Craft Beer Walk on Saturday, April 9 from 2 pm to 6 pm in the Wabash Avenue Neighborhood.

We will be meeting with the Board of Works to get approval from the City of Lafayette to close certain streets during the set-up, staging, and tear down of the event. On April 9, street closures will begin at 10 am as we begin setting up for the event. All roads will reopen following event clean up at 7 pm that same day.

We have requested Wabash Avenue be closed to thru traffic between Chestnut and Williams Streets. Portions of Green, Smith, and Ellsworth Streets will also be closed to thru traffic to keep eventgoers safe. Residents will have access to most areas of the neighborhood via 1st Street and side streets – access to homes within our footprint will be possible with cooperation between event staff and residents.

TAP & GO is an annual fundraising event for The Arts Federation. The event is open to individuals 21 years of age and older as it will feature several local brewers stationed along Wabash Avenue. We will also have several food vendors and music. The primary reason for us holding the event is to showcase the murals we helped facilitate through the Wabash Walls collaboration in 2018, 2019, and 2020. If you'd like to learn more about the event, you can visit www.theartsfederation.org/tap.

Please do not hesitate to reach out to me if you have any questions or concerns.

Kind regards,

A handwritten signature in black ink, appearing to read "Ann Fields Monical".

Ann Fields Monical
Chief Operating Officer
The Arts Federation
(765) 423-2787
ann@theartsfederation.org





APRIL 9, 2022
2:00 - 6:00 PM



Advance Tickets Only
Guests Must Be 21 and Older

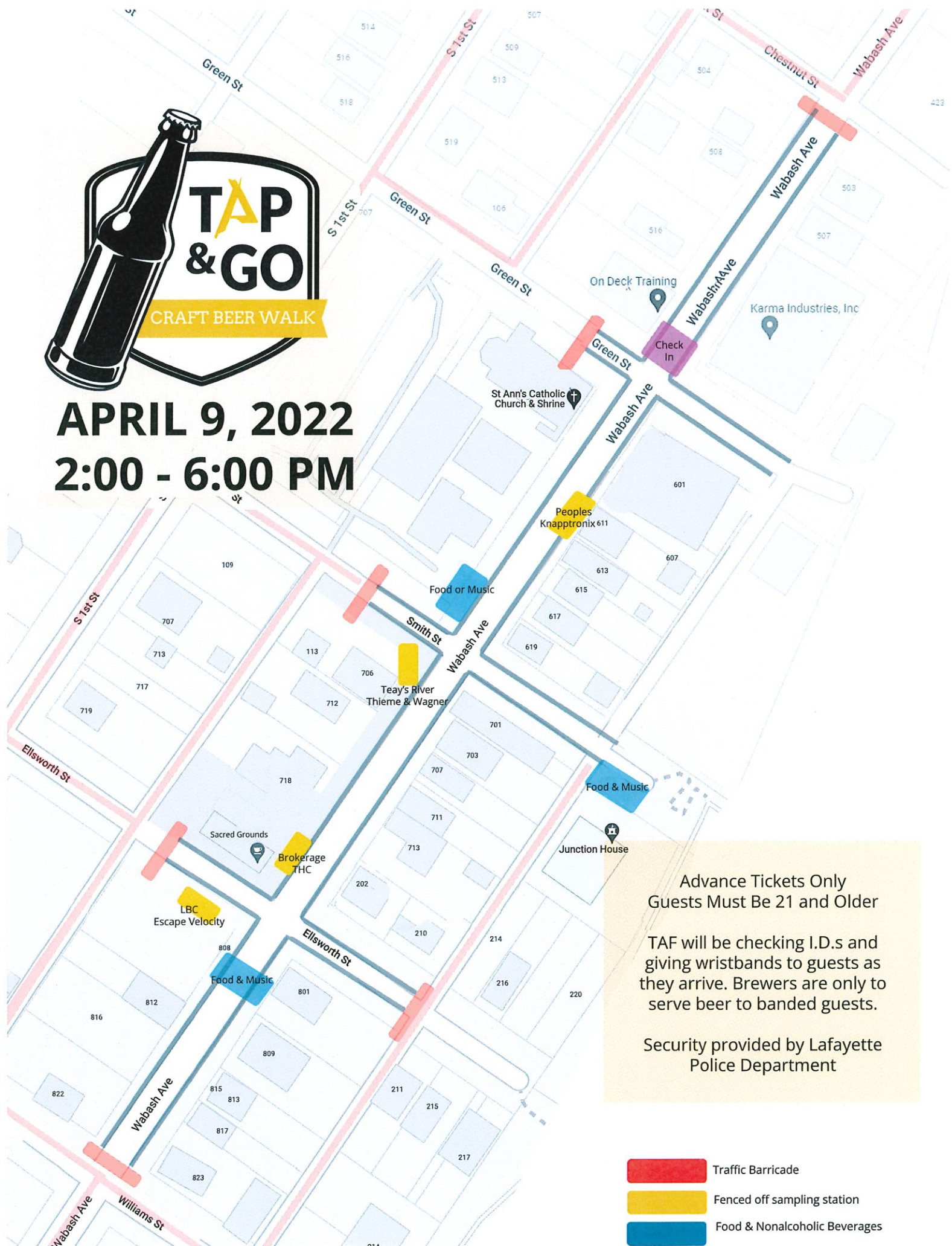
TAF will be checking I.D.s and giving wristbands to guests as they arrive. Brewers are only to serve beer to banded guests.

Security provided by Lafayette Police Department

-  Vehicular Traffic
-  Traffic Barricade
-  Fenced off sampling station
-  Food & Nonalcoholic Beverages



APRIL 9, 2022
2:00 - 6:00 PM



Advance Tickets Only
Guests Must Be 21 and Older

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Security provided by Lafayette Police Department

- Traffic Barricade
- Fenced off sampling station
- Food & Nonalcoholic Beverages

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EPIC Insurance Midwest 2663 Duncan Road Lafayette, IN 47904	CONTACT NAME: Terrie Hooker CIC CRIS AAI PHONE (A/C, No, Ext): 765-420-1339 FAX (A/C, No): E-MAIL ADDRESS: terrie.hooker@epicbrokers.com INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance Company NAIC # 15350 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Tippecanoe Arts Federation 638 North Street Lafayette, IN 47901	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded:250 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			B039779	04/09/2022	04/10/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Lafayette is an additional insured regarding the general liability coverage for the beer tasting event.

CERTIFICATE HOLDER

CANCELLATION

City of Lafayette
 20 N 6th Street
 Lafayette, IN 47901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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MISCELLANEOUS PAYMENT RECPT#: 3127831
City of Lafayette, IN
20 N 6th St
Lafayette IN 47901

DATE: 03/07/22
CLERK: sscott
CUSTOMER#: 999
MISC CUSTOMER
COMMENT: TAP & GO 2022
TIME: 15:07
DEPT:

CHARGES:
APG1 APPLICATION FEE 25.00
SPEQ SPECIAL EVENT E 25.00
BARR BARRICADE RENTA 25.00
AMOUNT PAID: 75.00

PAID BY: THE ARTS FEDERATION
PAYMENT METH: CREDIT CARD
REFERENCE: V 4180 1123

AMT TENDERED: 75.00
AMT APPLIED: 75.00
CHANGE: .00